

TRANSCRIPT REQUEST PROCEDURES

Official typewritten transcripts of the U.S. Bankruptcy Court's proceedings may be ordered from the Court Reporter Clerk (CRC), Gene Ann Avenel (504-589-7829). Fax (504-589-7866).

The type of transcript, in addition to the estimated number of transcribed pages, determines the estimated cost:

<u>Type</u>	<u>Delivery</u>	<u>Cost</u>
Ordinary	30 Days	\$3.30/Page
Expedited	7 Days	\$4.40/Page
Next Day**	24 Hours	\$5.50/Page
Hourly	2 Hours	\$6.60/Page

** A transcript that is estimated to be over 100 pages cannot be ordered on a Next Day basis.

THE FOLLOWING PROCEDURES MUST BE COMPLIED WITH IN ORDER TO REQUEST TRANSCRIPTS:

1. The requesting party must provide the CRC with the following information before the estimated cost is calculated:
 - a. The requester's name, the name of the law firm (if applicable), address and telephone number.
 - b. The bankruptcy case name and number, and adversary proceeding name and number (if applicable).
 - c. The name of the presiding judge.
 - d. The date of the hearing.
 - e. The portion of the hearing requested, if the entire proceeding is not needed.
 - f. Whether or not the transcript pertains to an appeal.
 - g. The type of transcript desired (i.e., ordinary, expedited, daily, or hourly.)

Once this information is received, the CRC will advise the requester of the estimated cost of the transcript.

2. To order the transcript, the requester must:
 - a. Submit a written letter that includes the bankruptcy case name and number, the name of the presiding judge, the date of the hearing, and the type of transcript needed.
 - b. The letter must also state that the requester understands that the estimated cost is only an estimate, and that the requester will be billed for any balance due, or that a refund will be issued for any overpayment.
 - c. Include a check or money order, made PAYABLE to the TRANSCRIBER (please contact the CRC to obtain the name of the transcriber).
 - d. The CRC must receive the letter WITH PAYMENT before the transcript will be processed.

Once the transcript is completed, the CRC will call the requester, and advise of any balance or refund due.

Transcripts will not be released until the final payment is received.